

Houghton County Materials Management Facility Manager Job Description

General Summary:

This position manages all aspects of the Transfer Station operations for Houghton County. Management duties will include budget development and administration, staff management, and responsibilities for daily operations. Develops and carries out policies, procedures and programs as related to both daily and long-range management of the facility. Assists the planning area with recycling efforts. Manages the Solid Municipal Waste program and submits documentation and administers grants. Works toward regulatory and code compliance.

- Monitors the operation of the Transfer Station.
- Performs scale operation and front office duties as needed.
- Oversees refuse being received; ensures proper handling by employees and obtains required disposal authorizations for special wastes as necessary.
- Prepares and administers the Transfer Station budget, approves purchases and payments related to those operations.
- Prioritizes and schedules maintenance of the facilities, equipment and infrastructure.
- Prepares and administers contracts for contractors and consultants.
- Conducts required environmental testing and prepares corresponding reports per Michigan EGLE regulations.
- Reviews and updates the operations plan, storm water pollution prevention plan, environmental monitoring plan, solid waste comprehensive plans and other plans as necessary.
- Develops and provides education programs on solid waste and recycling issues.
- Responsible for cash paid in at the Transfer Station being deposited on a daily basis.

Other Duties and Responsibilities:

- Prepares annual budget based on cost projections, new projects and estimated operating costs.
- Proposes capital improvements and oversees current projects.
- Interprets and ensures that employees are in compliance with County policies, safety practices and laws.
- Provides leadership and managing the work unit; make decisions; solve problems; develop individual work unit procedures; develop records/files; represent the Houghton County Material Management Facility at internal and external meetings.

Skills/Experience/Training Required:

Duties require knowledge of solid waste disposal and management and recycling markets. Experience with the utilization equipment used in the operation such as loader, excavator, tractor, mowers, etc., would be desirable.

- Prefer a minimum of an Associate Degree in Business with knowledge of general accounting practices is required or sufficient experience in math and bookkeeping.

- Prefer two years of supervisory, management and/or budgetary experience.
- Prior waste experience in the waste disposal field is desirable.
- Knowledge and experience with erosion control practices would be beneficial.
- Analytical thinker who can multi-task, is a self-starter and is very organized.
- Solid knowledge of Microsoft Office Suite products.
- Good verbal and written communication skills.
- Valid State of Michigan driver's license and current insurance.

Supervisory Responsibility:

- Responsible for interviewing, selecting and ensuring training and development needs are met for staff members. Manage employees and team performance; provide new employee orientation; train or provide adequate training for employees; coach, counsel, and motivate employees; evaluate employees; investigate complaints or performance concerns; implement disciplinary action as needed.
- Create an ethical, non-discriminatory, and safe work environment; establish effective communication lines/methods; identify and solve employee problems, manage conflict, respond to grievances.
- Scheduling responsibilities for staff, laborers and contractors related to project work.

Working Conditions/Physical Demands:

Work is performed both in a normal office environment as well as outdoors in all weather conditions.

- Ability to stand for extended period of time.
- Ability to lift up to 50 pounds as needed.
- Ability to sit at a desk and use computer for extended periods of time.
- Ability to walk, sit, twist, balance, stoop, kneel, crouch or crawl and smell throughout the workday.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Employee will work near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibrations.
- Employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually loud.
- Ability to climb stairs, ladders and enter enclosed spaces.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The above is not intended to be an exhaustive list of all responsibilities and duties required